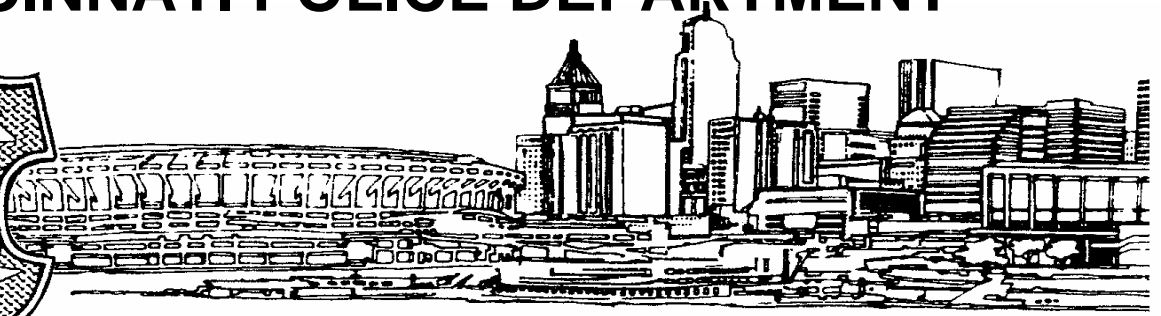


# CINCINNATI POLICE DEPARTMENT



## STAFF NOTES

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*Colonel Thomas H. Streicher, Jr., Police Chief*  
*April 19, 2005*

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<u>ITEM</u>	<u>SUBMITTED BY</u>
1. <a href="#"><u>POLICE MEMORIAL WEEK OPEN HOUSE SCHEDULE</u></a>	PUBLIC INFORMATION OFFICE
2. <a href="#"><u>ASSET FORFEITURES</u></a>	ASSET FORFEITURE UNIT
3. <a href="#"><u>REMINDER OF EMAIL ADDRESS FOR PLANNING SECTION</u></a>	PLANNING SECTION
4. <a href="#"><u>HOLLISTER, TRUBOW &amp; ASSOCIATES COMMUNICATIONS AUDIT</u></a>	PUBLIC INFORMATION OFFICE
5. <a href="#"><u>HEALTH INSURANCE SESSSIONS FOR CODE EMPLOYEES</u></a>	PERSONNEL SECTION

**1. POLICE MEMORIAL WEEK OPEN HOUSE SCHEDULE**

Police Memorial Week is May 8 – 14, 2005. The schedule for each district's open house is as follows:

District 1	Tuesday May 10	9:00 a.m. to 1:00 p.m.
District 2	Monday May 9	9:00 a.m. to 1:00 p.m.
District 3	Wednesday May 11	9:00 a.m. to 1:00 p.m.
District 4	Thursday May 12	9:00 a.m. to 1:00 p.m.
District 5	Friday May 13	9:00 a.m. to 1:00 p.m.

**2. ASSET FORFEITURES**

All Department personnel, with the exception of members assigned to the Regional Narcotics Unit, are reminded to immediately contact the Asset Forfeiture Unit in the event currency or property exceeding \$10,000 is seized. During normal duty hours, the Asset Forfeiture Unit can be contacted through Central Vice Control Section at 352-2555. After hours, personnel will contact Police Communications Section to recall the Asset Forfeiture Unit, who will respond and assist in the timely processing of property and the preparation of documentation for forfeiture proceedings.

Officers should review Procedure 12.735, Federal and State Forfeitures, Section B.1.

**3. REMINDER OF EMAIL ADDRESS FOR PLANNING SECTION**

This is a reminder that Planning Section has an email address to receive electronic copies of proposed Staff Note entries. The mailbox was created in order to eliminate duplication of work. All Staff Note requests must still be sent through proper channels. A copy of the request should also be sent to the Planning Section mailbox. Upon approval of the Staff Note, Planning Section will retrieve the electronic copy and place it in the following week's Staff Notes.

All proposed Staff Notes should be sent, as an attachment, to [Planningsection@cincinnati-oh.gov](mailto:Planningsection@cincinnati-oh.gov) or type "CPD Planning Section" in the "TO" box in the city email. All email sent to this mailbox should pertain to official business only. Any questions should be directed to Planning Section at 352-2966.

**4. HOLLISTER, TRUBOW & ASSOCIATES COMMUNICATIONS AUDIT**

The National Conference for Community and Justice (NCCJ) is underwriting the services of the communications and management firm, Hollister, Trubow and Associates, to assist the Police Department in improving the flow of information both within the department and with all areas of the community. In 2002, this firm conducted a communications audit of the department, and they developed a great deal of respect for how the department functions, often under trying circumstances.

In their current work, they will develop a media relations campaign to share positive stories on our services, a newsletter for our officers, staff, and retirees, an annual report to the community, and a semi-annual report from Chief Streicher to the business and community leadership. Peter Hollister, Patricia Trubow, Judith Bogart, and Laura Carr will be calling on personnel in all sections of the department for information and/or support materials. Your cooperation on this matter will be greatly appreciated.

Any questions you may have on their activities may be directed to Mr. Greg Baker, Police Relations Section at 352-2977 or Lieutenant Kurt Byrd, Public Information Office at 352-3515.

**5. HEALTH INSURANCE SESSIONS FOR CODE EMPLOYEES**

Risk Management will be hosting two sessions to explain the health insurance coverage for employees covered by the CODE labor agreement. These sessions will be held in Council Chambers at City Hall on Thursday, April 21, from 2:30 p.m. to 4:00 p.m. and Friday, April 22, from 9:00 a.m. to 10:30 a.m.